

CREATE CHANGE

# How-to guide: find your next mentor or mentee on the UQ ChangeMakers platform

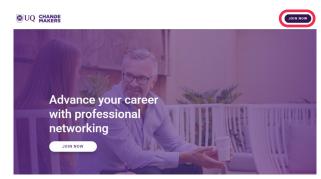
The UQ ChangeMakers platform is designed to empower you by connecting you with your UQ alumni network of over 350,000+ alumni across the globe. This includes finding the right mentor or mentee to support your professional goals and aspirations.

Whether you seek guidance in your career or wish to provide support to someone else, our alumni directory serves as a gateway to fostering meaningful connections. Interested in learning more? Follow the steps below to join us.

### **1** Sign up to the UQ ChangeMakers platform

To join the platform, simply visit the homepage and click 'join now' at the top right-hand side and follow the prompts. You'll be asked a number of set-up questions – we'd encourage you to be as detailed as you can in answering these, as this will create a more personalised mentoring match.

### alumni.uq.edu.au/changemakers



# **2** Update your profile

Once logged in, use the 'update profile' link on the platform homepage and ensure the key details listed below are complete. It's best to have your profile at minimum of 50% complete – this is how people will find you, based on your profile and career history.

5 Complete your missing profile information so other members can easily find you

Having the following information on hand will make completing your profile as simple as possible – this shouldn't take more than 5 minutes to complete.

### **Personal Profile**

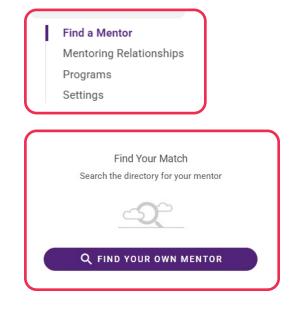
- Industry
- Country
- Offer/ Seek mentorship

✿ Offer Help➡ Mentor a UQ graduate

- Job function
- Graduation year
- Degree
- City
- State

### 3 Visit your mentoring dashboard

Connect with your UQ alumni network and begin a mentoring relationship by visiting the 'Mentoring' dashboard available in the home menu. Here you can search for mentors by location, function, company or industry, or search using other criteria by clicking the 'Find your own mentor' button.



# UQ ChangeMakers



CREATE CHANGE

## 4 Search for your match

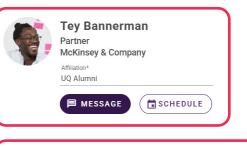
Using the filter function, you can search for a UQ alum to suit your needs. If you are seeking a mentor, career advice or resume review, be sure to have these items selected in the 'Mentoring' search function.

| Search                      |                             |   |
|-----------------------------|-----------------------------|---|
|                             | Mentor a young professional |   |
|                             | Career advice               |   |
|                             | Resume review               |   |
|                             | Internship                  |   |
|                             |                             |   |
| ΞF                          | Filter by                   |   |
| First name                  |                             |   |
| Last name                   |                             |   |
| Affiliat                    | ion                         | • |
| Location (city/region ONLY) |                             |   |
| <b>()</b> G                 | et Involved                 | ~ |
| <b>†</b> ⊒ №                | lentoring                   | ~ |
| <b>≞</b> ⊺                  | he University of Queensland | ~ |
| 💼 W                         | /ork Experience             | ~ |
| Res                         | et                          |   |

# **5** Connect with your mentor

Once you have found a person of interest, select their profile to learn more. Then you can connect by sending a message via the platform, requesting help or mentoring based on their profile. Here are some example messages that might help you get started:

- Hi [insert name], I'm looking for a UQ alumni mentor and was impressed by your profile and expertise. Would you be willing to join a call to discuss becoming my mentor?
- Hi [insert name], I am seeking your advice on my resume in preparation for a new job opportunity. Given your industry experience, I thought you might know how I can improve my portfolio. Would you be willing to provide feedback on my resume?
- 3. Hi [insert name], I have just moved to [city] and am looking to expand my network. I found you on the UQ ChangeMakers platform and thought you might be able to help me meet some new people in the area. Would you be willing to meet for coffee?



### 🗘 Willing to help

Request help

Introduction to connections Open doors at workplace Answer industry specific questions Give a talk in your area of expertise Meet for coffee (in person or virtually) Networking in my city Welcome new graduates in your city Host an event in your city Host alumni in your workplace Be a Giving Ambassador Offering mentoring

Mentor a young professional Career advice Resume review Internship

Request mentoring

### We're here to help

If you have any questions or need assistance as you embark on your mentoring journey, please don't hesitate to reach out to us at uqchangemakers@uq.edu.au

We're here to help you every step of the way.